

Closure of City Administrative Offices December 23-27

Presented by Glendale's
Employee Rewards & Recognition Committee
and the Human Resources Department

Employee Reward & Recognition Committee

Purpose: *To recommend and create citywide and departmental initiatives and events that focus on “what can we do”:*

- Created in 2013
- Recognize employees for excellence
- Celebrate success
- Create teamwork environment and excellence in public service

Proposal from Employee Committee

- Recognize dedication of employees
- Create opportunity to reward employees
- Close non-essential administrative offices
3.5 days during the week of Christmas

Employee Historical Perspective

Past 5 Years Employees Experienced:

- No merit increases
- No cost of living adjustments
- 1 year voluntary furlough (40% participation)
- 3 years mandatory furloughs
- Reduction in resources and staffing
- Continued expectation to provide high level of service

How The Program Works

- Administrative offices closed = 3.5 business days
- Working staff receive equivalent bank of leave hours to be used by end of fiscal year

Employees Participating in Holiday Closure	Employees Working All or Partial Week
733	869

Services In Operation

- Public Safety (non-administrative)
- Transportation (Dial-A-Ride)
- Sanitation
- Water/Waste Water Plant operations
- Court (limited operation)
- Parks & Recreation (limited operation)
- Field Operations (limited operation)
- Payroll
- Visitor Center
- Special Events (1 day)

Positive Impact

- Demonstrates that employees are valued
- Allows employees time off without using accrued vacation leave
- Allows city to give back to employees with minimal service or budget impact
- Opportunity to strengthen health and spirit of the culture of the organization

Cost

Overall only minimal cost to work divisions that use overtime or stand-by pay

Examples

Several other West Valley cities have successfully implemented some level of closure over the holidays:

- Surprise
- Peoria
- Goodyear

Questions?